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DEC - 2 2004  
LANCASTER COUNTY CLERK

## Office Policy

### Letters for County Board Signature/ Use of County Board Letterhead

If a department or agency drafts a letter for County Board signature, the following process shall apply:

1. Draft language should be emailed to Cori in the County Board Office at [cbeattie@co.lancaster.ne.us](mailto:cbeattie@co.lancaster.ne.us) as a WordPerfect or Word attachment.
2. Language will be reviewed and changes made, if necessary, prior to approval by the County Board.
3. The letter will be printed on County Board letterhead for authorized signature.
4. A copy of the letter will be kept on file in the County Board Office, as well as in TRIM (the County's records management software)
5. The letter will then be released to the originating department for processing.

**NOTE:** Blank County Board letterhead will no longer be available for distribution. All letters for County Board signature must follow the above policy.

Approved: \_\_\_\_\_

Ray Stevens, Chairman

Date: December 7, 2004